

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DNR01321271</u>	DATE POSTED: <u>06/24/21</u>
POSITION NO: <u>242989</u>	CLOSING DATE: <u>07/08/2021 by 5pm</u>
POSITION TITLE: <u>Computer Operator</u>	
DEPARTMENT NAME / WORKSITE: <u>DNR/Navajo Land Department/Chinle, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BJ56A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>10.77</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u>\$ 22,487.76</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Provide computer operational assistance to the Navajo Land office (NLO), agency offices by scanning and uploading accurate electronic data's into the Navajo Land Title Data Systems (NLTDs) for archiving, recording, retrieval of digitized data, and document control at three (3) redounded storage sites within the United States to secure the massive Navajo Land records. Monitor and control electronic digital optimal scanning of all documents, insure the scanning is legible and link to appropriate documents for retrieval and uploading. Operate high speed printer equipment, large map scanners and provide manual storage for the original Navajo Land documents into the storage facility for file management and archives in accordance with established records management procedures. Upload data of all current and approved homesite leases, Right-of-Ways, Utility Easements, Telecommunication Cell Tower leases, Permits, and other pertinent legal documents of the Navajo Nation into the NLTDs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of related computer, data entry experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Navajo Land Department provides direct services to the Navajo people; as a result, candidate must be able to communicate in Navajo and English languages to the general public. Work requires lifting and carrying paper, supplies and materials weighing up to 40 lbs.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.

JVA PROCEDURES

DNR01321271

DPM will utilize the JVA from a prior advertisement or standardize JVA when DPM becomes aware of a vacancy or is informed there will be a vacancy and provide notice to the program that the position will be advertised on the next vacancy listing.

If JVA has not been standardized programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

To assist DPM in conducting the assessment, provide the description of the duties and responsibilities to be performed for your program. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written justification request or email to DPM.

FOR PROGRAM USE ONLY

Contact Person: Byron Bitsoie, Sr.

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Prepared by: Priscilla Greyeyes

Title: Office Specialist Date: 04/16/21

Approved by: W. Mike Halona

Title: Department Manager III Date: 04/16/21

FOR PERSONNEL USE ONLY

Dept. No: _____

Occupied? _____ Vacancy Date: _____ Position Status Date: _____

Classified Title: _____

Reviewed by: _____ Date: _____